



## *The Board of State Examiners of* **Electricians**

### **Examination Candidate Information Bulletin (CIB)**

#### **Introduction:**

This Bulletin provides information on the requirements as well as the process for achieving licensure. Candidates are eligible for the two-part examination when their application and supporting documentation are approved. In order to be approved for examination by the Board of State Examiners of Electricians, candidates must have the required work requirement and education. The Board has contracted with PSI to process applications, field any questions on applications, notify candidates and conduct examinations. Hence PSI will always have the most up-to-date information on applications and exams.

- Applicants may seek counsel at any time during the application process.
- The Exam Candidate Information Bulletin is written by the Board and includes the Board's Policies and Procedure as regards the exam process to achieve licensure.
- References to the Massachusetts General Laws (MGL) or the Code of Massachusetts Regulations (CMR) may be excerpted or paraphrased - for the accurate quotes please see the official versions. An exact version is available on the Board's website. Original copies of the CMRs may be obtained from the State Bookstore located:

State House, Room 116  
Boston, MA 02133  
(617) 727-2834

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## **QUICK REFERENCE QUESTIONS:**

**1. Where do I send my application?**

**PSI Examination Services**

3210 E Tropicana Ave

Las Vegas, NV 89121

(800) 733-9267 • Fax (702) 932-2666

Applications are not processed at the Board. Receipt of your application begins with the stamped date of the exam vendor at the address above.

**2. How often are exams given?** Exams are scheduled daily at the various test sites. See the section on **Exam Preparation** for a list of the sites available.

**3. What is the average wait time for my application to be reviewed and/or approved?** The application review process can take between 30 - 90 days depending on the volume of applicants at any given time as well as whether you have any preexisting circumstances that may slow down review of your application such as a police record or credentials from out of state or country.

**4. Where are the test sites?** Auburn, Boston, Fall River, Lawrence, Springfield.

**5. Who is responsible for signing my work form?** The company representative may sign or in the case of a sole proprietor the immediate supervising licensee. In either case the Journeyman who supervised such work must be indicated with his/her license number.

**6. When I pass my exam, when will I get my license?** Licenses should be paid for in advance or on the day you pass the exam then your license will be printed and handed to you. If you do cannot pay for the license at the test site, you should arrange with PSI on how you can pay for and obtain your license at a later date.

**7. What types of examinations are given? What will I be tested on?** See -Preparing for an Examination and The Examinations Process.

**8. Are there special testing accommodations for candidates with disabilities?** See -The Examinations Process Part II - Americans with Disabilities Act.

**9. What is the passing score for each part of the two-part examination?** See -The Examination Process Part V- Examinations.

**10. What materials are allowed in the examinations?** The Examination Process Part IV - Items allowed/used as an aid during an examination.

**11. Am I allowed to have tabbing, highlighting, underlining or handwritten notes in books?** Underlining and highlighting of the original text is allowed but handwritten notes would not be admissible. See -The Examination Process Part IV- Items allowed/used as an aid during an examination.

**12. Will I find out whether I have passed or failed an examination the same day?** Yes, if you passed the entire exam and already paid the license fee you will be issued a license the same day.

**13. How do I**

- **Review my exam Questions?**

- **Review and/or Appeal my exam score?**

See Reviews and Appeals Part I

**14. What is the refund policy or penalties?** See Reviews and Appeals Part IV

**15. When am I considered licensed to work in the business of electrical and or security and fire alarms?** You are considered licensed to install electrical for hire when:

- You have received notice of a passing score on each part of your examination and;
- You have in your possession a printed, photo license issued from the Board or a temporary license.
- Security Systems Installers please read question number 13 below.

**12. When will the examinations be based on NEW code editions or amendments?**

- New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.
- If you are testing in several months, check for updated versions of this bulletin that might reflect examination changes.

**13. Are there any additional requirements to install security systems? YES!** Anyone who installs Security systems is required to obtain a **Security Clearance Certificate (S-License)** from the Department of Public Safety in addition to being licensed by the Board. Applications may be obtained online at: [www.mass.gov/dps](http://www.mass.gov/dps) or at:

**Department of Public Safety**

1 Ashburton Place, Room 1301

Boston MA 02108

(617) 727-3200

## QUALIFICATIONS, REQUIREMENTS AND APPLYING

### Applications for Examination:

- Applications for examination are included in this Bulletin. Additional forms may be downloaded from the MA website or PSI exam website:

[www.mass.gov/dpl/boards/el/forms](http://www.mass.gov/dpl/boards/el/forms)

[www.psiexams.com](http://www.psiexams.com)

There are 4 vital parts to the Electrical application process:

- 1) The Application form
- 2) Education documentation
  - a. Journeyman
    - i. High school diploma
    - ii. 600hrs Journeyman curriculum
  - b. Systems Technician
    - i. High school diploma
    - ii. 300hrs Systems curriculum
  - c. Master - 150 hr Master curriculum
  - d. Systems Contractor - 75 hr Contractor curriculum
- 3) Work experience requirement and documentation.
  - a. Journeyman - 4 yrs with 8000 hrs
  - b. Systems Technician - 2 yrs with 4000 hrs
  - c. Master - 1 yr as MA Journeyman
  - d. Systems Contractor - 1 yr as MA Systems Technician
- 4) CORI background check
  - The Board will request CORIs on all applicants for licensure prior to approving or denying their application.
  - If you are selected for a limited appearance to answer questions about your CORI data, you will be notified as to the date, time and location of the meeting. After the Board has heard your case it will issue its' decision. PSI will then be notified and you will be able to continue with the exam process.
  - If you have out of state infractions you may be asked to provide additional information. Doing so ahead of time may cut down on processing time.

*The basic requirements have been summarized. For details please visit - Rules and Regulations Governing Electricians and Systems Installers 237 CMR section 13 at [www.mass.gov/dpl/boards/el/](http://www.mass.gov/dpl/boards/el/)*

*All applicants must submit documentation of credentials. Extensive Field experience solely shall not be considered in lieu of these requirements. Failure to correctly complete this process may result in the return of your application and the forfeiture of your application fee.*

The Valor ACT offers licensing benefits to active duty members of the military, relocated military spouses and veterans. For more information please visit <http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/info-and-services/valor-act-info.html>

**Military Spouses:** In addition to completing an application package, submit a copy of your military ID card and documentation that

- a) your spouse is a member of the armed forces of the United States;
- b) your spouse is the subject of a military transfer to Massachusetts; and
- c) you left employment in another state to accompany your spouse to Massachusetts.

**Veterans credit:** Applicants who qualify as a veteran per M.G.L. c. 4, § 7, clause forty-third must submit a copy of discharge form (forms DD214 and DD215) to receive benefits of the Valor ACT and 5 points exam credits.

### Application form

- ✓ The Application must be completed in its' entirety, typed or written in ink by the applicant, signed and notarized.
- ✓ Candidates must complete all personal data (full names) and information fields on the application for official license record.
- ✓ Candidates must indicate which examination they are applying for.
- ✓ If applying for a Master or Systems Contractor exam you must enter your Journeyman or Systems Technician license number and the issue date in the spaces provided on the form.
- ✓ If making an application for re-exam you must enter previous exam history in the space provided.

### School/Education forms

- ✓ All forms must be completed and signed by a school official indicating his or her title.
- ✓ All forms must include the signature with the license number of the electrical instructor(s) or evening director as applicable.
- ✓ All forms must include the school seal

### Which school form to use?

- **Form 222** is for Journeyman and Systems Technician education programs in a public vocational school approved by the Department of Education under M.G.L. c 74 or in a private occupational school programs licensed by the Department of Education under M.G.L. c 93 or in a college/university program. Such educational programs are required to include shop and or cooperative work experience along with related classroom theory. Max credit awarded is 300hrs class and 2000 hrs work.
- **Form 223** is for non-vocational day or evening Journeyman and Systems Technicians programs approved by the Department of Education under M.G.L. c 74 or private occupational school program licensed by the Department of Education under M.G.L. c 93 or in a college/university program. Such programs typically do not provide shop or cooperative work experience. Any shop or coop would not be counted for the exam.
- **Form 224** is for Organizations providing in-house education programs for their employees or members as

described in Section 13 of 237 CMR. Such educational programs may or may not include shop and or cooperative work experience with their related programs but such programs require board approval.

- **Form 225** is for Master Electrician and Systems Contractor education programs in a day or evening setting approved by the Department of Education under M.G.L. c 74 or in a private occupational school programs licensed by the Department of Education under M.G.L. c 93 or in a college/university program.

#### When submitting school certificates:

- All schools that do not offer shop or cooperative work experience as part of their related programs; including approved evening programs, college courses, employers or organizations for their employees or members are required to provide students with a certificate of completion such certificates must include the following information.
  - a) Name of the approved school, college, employer or organization
  - b) Name of student
  - c) Program provided
  - d) Date of completion
  - e) Hours acquired
  - f) Program Director signature
  - g) Instructor signature

#### Non Board Approved/ Out of State Schools/ Programs

- Transcripts and Documentation must be provided containing detailed supporting information regarding education sufficient to allow the Board to conclude that such education is substantially equivalent to the requirements in Massachusetts. (The Board may award full or partial credit for any education submitted from a non-Board approved school)
- Petitions for acceptance shall also be accompanied by the following documentation (Documentation must be translated in English):
  - (a) A certificate of completion for each learning objective successfully completed documenting the hours acquired with commencement and the completion dates of such instruction.
  - (b) A letter of accreditation from the institution - recognized by a Department of Education or the equivalent authority- providing such instruction.
  - (c) Description of coursework indicating the National Electrical Code, the International Electrical Code, a County regulation or regulations or codes promulgated by some other regulatory body and the code year.
  - (d) The Board may request additional information regarding out of state education in its discretion, the Board may determine that and may deny credit for part or all of the education submitted.

#### Work experience forms

- ✓ Employment certification Form 272 is for Journeyman and Systems Technician applicants supervised by a Massachusetts licensee.

- ✓ This form needs to be signed by the supervising licensee and Master license holder of the company you worked with.  
Nb. Supervising licensee records may be kept prior to final sign off of time.
- ✓ Pursuant to 237 CMR 18.01: Rules Governing Practice (3) All persons, firms, and corporations ... employing learners and apprentices shall keep, or cause to be kept, accurate and detailed records of such employment for no less than seven years...

- If an employer fails to complete an **“Employment Verification form”**, the Apprentice may file a complaint against the licensee responsible for documenting his hours. Do so after receipt of the Employment Verification Form has been confirmed by mailing it certified return receipt to the employer and allowing reasonable time for the employer to respond.

#### Out of State work experience

- Documentation of work experience for consideration must contain detailed supporting information sufficient to allow the Board to conclude that such work qualifies to meet the requirements in Massachusetts.
- A certified statement from the employer should include the following information:
  - a) The name of the applicant.
  - b) The employer’s name and supervising electrician’s name, with the supervising electrician’s license number and a description of the class and/or type of license held by that supervising electrician, education and work experience requirements.
  - c) The beginning date of employment, a statement describing the employment as full time or part time, the number of clock hours worked on a weekly basis during the period of employment, and the termination date of employment.
  - d) The type of work experience supervised by the licensed supervising electrician and the total number of hours of work experience acquired during the period of employment.
  - e) A statement that the work experience was based upon the national or an international electrical code as well as the cycle year for that code(s).
- **Out of State work experience under a MA licensee may be documented on an Employment certification Form 272 but must include separately:**
  - a) A statement as to which code the work experience was based upon, the national or an international electrical and year.

#### Out of State License

- Out of State licenses may be recognized as equivalent based on an examination, education and work criteria. However in no instance will hours less than the MA requirements be accepted as meeting qualification for examination.
- If your application is incomplete PSI will return your entire original application and fee to you for completion. Enclosed will be a notice explaining why your application



was returned or deemed incomplete. Applications placed on hold or pending Legal will be retained by PSI for one year after which such application will be returned to the applicant.

- When applications have expired, applicants will have to complete a new application form and submit to PSI with the fees and any new documentation. **Note: completing additional work and education forms are only necessary if they are new hours that you have not previously submitted.**
- Applications received (vendor stamp date), within 60 days of the expiration of the applicant's education or work experience shall be returned and the education/work experience shall be treated as expired.

## FEES

1. **License Fee** - This fee is paid at the Test Center when you have passed the examination. Fees are non-refundable and non-transferrable (**No cash or personal checks accepted**)

	MA License Fee*
Journeyman	\$104
Master	\$155
Systems Technician	\$104
Systems Contractor	\$155

2. **Application Fee** - Applicants must submit the total fee from the table below with the application to PSI (**No cash or personal checks accepted**). This fee does not include the license fee.

Journeyman	\$226
Master	\$276
Systems Technician	\$226
Systems Contractor	\$276

## APPROVED CANDIDATES

- When you have been approved for the exam for which you applied, PSI will email or mail you an **Examination Authorization Notice** with information about scheduling your examination.

**IMPORTANT!** If any of the information on your application changes prior to examination it is **YOUR RESPONSIBILITY** to immediately **notify PSI** in writing.

- Approved status will last for 12 months from the approval date. After 12 months you must redo your application and submit any updates in education and/or work experience.
- If your application is returned to you for any reason your application date is reset to the date that you resubmit your application to PSI.

### Americans with Disabilities Act (ADA):

If you require special accommodations, under the Americans with Disabilities Act (ADA), please contact PSI at (800)733-9267 or the Board office at (617)727-9931 to obtain an Accommodation Request Form. All examination centers are equipped to provide access in accordance with the

Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and requests must include supporting documentation from a licensed professional. **All requests for special testing arrangements must be made when the candidate registers for the examination with PSI.**

## SCHEDULING

- Once applications are approved, candidates are responsible for contacting PSI to schedule an appointment either by phone at (800) 733-9267 or online at [www.psiexams.com](http://www.psiexams.com) 24 hours each day. To schedule with a PSI registrar, call Monday through Friday, between 9:00 a.m. and 8:00 p.m., Eastern Time.
- You can schedule the exam site of your choice no less than one day before your examination date and up to 7:00pm ET. PSI will make every effort to schedule the examination site and time that is most convenient for you. Please be prepared with flexible dates and times.

### Exam centers and directions:

The examinations are administered at the PSI examination centers located in:

#### Auburn

48 Sword St, Unit 204  
Auburn, MA 01501

*Going South on Southbridge St/MA-12, turn right on Sword St.*

#### Boston

56 Roland St., Suite 211  
Washington Crossing  
Charlestown, MA 02129

*From North: Take I-93 South. Exit 28 - Boston/Sullivan Sq./Charlestown. Merge into Mystic Ave. Take I-93S Ramp to Boston/Sullivan Sq./Charlestown (take ramp do not get on highway). Make slight left turn on to Maffa Way. Make slight right turn on to Cambridge Street. At first traffic light, make left on to Carter Street. Turn right on to Roland Street. End at 56 Roland Street (Building on left, parking lot on right). Enter through North lobby.*

*From South: Take I-93 North. Exit 28 - Rt 99/Sullivan Sq./Somerville. Make left on to Cambridge St. At first traffic light, make left on to Carter Street. Turn right on to Roland Street. End at 56 Roland Street (Building on left, Parking lot on right). Enter through North lobby.*

*Site is also accessible by Public Transportation to Sullivan Square. The Orange Line and many buses stop here. Walking from Sullivan Station: Make a right on to Cambridge Street. About 1/4 mile on the left is Carter Street (will pass a Dunkin Donuts and Hess Gas station on left). Turn right on Roland St. Enter through North Lobby.*

#### Fall River

218 South Main St, Suite 105  
Fall River, MA 02721

*From the North take Rte. 24S to 79S. Take Route 138S Exit. Bear right off exit. Go left at first traffic light. Take left at*



*the second traffic light (top of hill) onto So Main St. 218 is 2 blocks down on the right. Parking: Go past 218 SO Main to 2nd light. Take right. Take another right at next traffic light. Third St parking Garage is on your right.*

*From the East 195 West. Take 138 S / Ma 79 S exit 5 toward N Tiverton RI (.3 miles). Follow Route 138 S toward N Tiverton RI (.1 miles). Merge right. Take Broadway Exit. Turn left at 1<sup>st</sup> light on Columbia St. Turn left at 2<sup>nd</sup> light to So Main St. Site is 2 blocks on the right.*

#### Lawrence

1 Ballard Way, Suite 104  
Lawrence, MA 01843

*South on MA-28/Broadway/EF O'Leary Bridge, turn right onto Andover St. Turn left onto Ballard Rd. There is a large sign in the front of the building "Still Water Place, Ballard Way". PSI's suite is located in the building next to the Asian Center premise.*

#### Springfield

1111 Elm Street, Suite 32A  
West Springfield, MA 01089

*East on Mass Pike (Rt. 90). Take Exit 4 - West Springfield/Holyoke. Turn right on West Springfield/Rt. 5 South. Continue on Rt. 5 approximately two miles. Turn right on Elm St. - immediately after Showcase Cinemas. Office is approximately 1/4 mile on the right.*

*West on Mass Pike (Rt. 90). Take Exit 4 - West Springfield/Holyoke. Follow as above.*

*South on Rt. 91. Take West Springfield/Route 5 Exit. Continue on Rt. 5 for approximately 1/2 mile. Turn right on Elm St. - immediately after Showcase Cinemas. Office is approximately 1/4 mile on the right.*

*North on Rt. 91. Take West Springfield/Route 5 South Exit. Continue on Rt. 5. Follow as above.*

**Outages or Weather related Cancellations:** of exams will be communicated to candidates via phone or information may be obtained by calling 1-800-733-9267 and selecting prompt 7.

### THE EXAM ROOM

#### **Exam Security and grounds for disqualification:**

The following security procedures will apply during the examination, the violation of which will result in the disqualification from the examination and or further legal action:

- No electronic devices except hearing aids are allowed in the examination site. This policy is strictly enforced.
- No smoking, eating, or drinking is allowed in the examination site.
- No Copying or communicating of examination content -.
- Remove -any individual papers that are not part of a paper-back, ring-binder, spiral binder or loose leaf binder type of book, or part of a multi-paged CMR, MGL, UL, or NFPA document as described in this section- prior to entering the examination site. Failure to comply with this may result in disqualification and forfeiture of all fees.

#### **Items allowed in the examination area for exam purposes**

- **Calculator-** only non-programmable, non-printing, silent, battery-operated, non-alphabet keys.
- **Code-Book-** The current, adopted edition of the National Electrical code-book (the Board adopts the code on January 1 of the code year) whether paper-back, ring-binder, a spiral binder or loose leaf, tabbed or un-tabbed, containing highlighted sections and or underlined sections of the original text (the exam content is changed to comply with the code in July of each code year).
- **Massachusetts State Amendment-** The current, adopted edition of the Massachusetts State Amendments whether a separate document or part of the National Electrical Code book, containing highlighted sections and or underlined sections of the original text.
- **Massachusetts General Laws-** All Massachusetts General Laws applicable to examination questions whether a separate document or part of the National Electrical Code book, or in paper-back, tabbed or un-tabbed, containing highlighted sections and or underlined sections of the original text.
- **Board Rules and Regulations-** A copy of the Board's Rules and Regulations (237CMR 11.00- 23.00), tabbed or un-tabbed, containing highlighted sections and or underlined sections of the original text.
- **National Fire Alarm Code-** A copy of the National Fire Alarm Code (NFPA-72) whether paper-back, ring-binder, a spiral binder or loose leaf, tabbed or un-tabbed, containing highlighted sections and or underlined sections of the original text.
- **OSHA and Safety and Health Standards; Overtime Compensation Fair Labor Standards Law; Lien Law; Worker Compensation Law; State Unemployment Law; Employer's Tax Guide -** A copy of each of the aforementioned publications - whether in paper-back, ring-binder, spiral binder or loose leaf, tabbed or un-tabbed; that contains highlighted sections and or underlined sections of the original text.
- **Formulas-** prior to examination - written on the blank pages of your codebook.
- **Written notes-** prior to examination Hand written notes in the margins of the aforementioned reference materials.
- **During the examination** - only writing on the scrap paper that is provided by PSI will be allowed during the exam.

### EXAMS STRUCTURE AND CONTENT

- Examinations are **OPEN-BOOK**, computer generated and two part. Examination scores are stand alone scores, i.e. each part of the examination is independent and you are required to pass both parts of the examination to obtain licensure. Candidates who fail one part of an examination are allowed to retake the part of the examination that they failed up to 6 times in 1 year from the date their application was approved.

### MASTER ELECTRICIAN, PART 1

# of Questions	% Required to Pass	Time Allowed
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80	70% (56 questions answered correctly)	240 Minutes
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**Content Outline**

Subject Area	# of Items
State Specific Electrical Requirements	4
General Knowledge	6
Services	11
Grounding and Bonding	10
Wiring Methods and Devices	15
Motors	7
Transformers	1
Low-Voltage Distribution	2
Special Occupancies and Equipment	10
Overcurrent Protection	6
Lighting	2
Alarm Systems	6

**Reference List**

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

**Only the following references are allowed in the examination center:**

**NOTE 1:** New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.

- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, [www.nfpa.org](http://www.nfpa.org)
- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, [www.nfpa.org](http://www.nfpa.org)
- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, [www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm](http://www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm)

**Additional Examination questions may be derived from the following reference materials. Please note these reference materials are not allowed in the Examination center.**

- Ugly's Electrical References, George V. Hart, 2008, Burleson Distributing Corp., (800) 531-1660, [www.uglyselectrical.com](http://www.uglyselectrical.com), ISBN 0-9623229-7-0
- American Electricians' Handbook - latest edition, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, [www.McGraw-hill.com](http://www.McGraw-hill.com)

<b>BUSINESS AND LAW (MASTER ELECTRICIAN AND SYSTEMS CONTRACTOR PART II)</b>
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# of Questions	% Required to Pass	Time Allowed
50	70% (35 questions answered correctly)	120 Minutes

**Content Outline**

Subject Area	# of Items
Massachusetts Licensing	16
Estimating and Bidding	4
Lien Law	1
Financial Management	3
Tax Laws	3
Labor Laws	3
Project Management	3
Contracts	6
Business Organization	2
Risk Management	4
Environmental and Safety	5

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**Only the following references are allowed in the examination center:**

- NASCLA Contractor's Guide to Business, Law, and Project Management - Basic 11<sup>th</sup> or 12<sup>th</sup> Edition, National Association of State Contractors Licensing Agencies (NASCLA), [www.nascla.org](http://www.nascla.org). Effective April 23, 2018, only the 12<sup>th</sup> edition may be used.
- 237 CMR 12 - 23 Rules and Regulations of the Board of State Examiners of Electricians, State House Book Store, Rm 116, Boston, MA 02133, (617) 727-2834, [www.mass.gov/dpl/boards/el/cmr.htm](http://www.mass.gov/dpl/boards/el/cmr.htm)
- General Laws of Massachusetts, MGL Chapter 141, Supervision of Electricians, [www.mass.gov/legis/laws/mgl/gl-141-toc.htm](http://www.mass.gov/legis/laws/mgl/gl-141-toc.htm)
- Massachusetts Inspection of Buildings, Inspection and Regulation of, and Licenses for, Buildings, Elevators and Cinematographs, MGL Chapter 143 Sections 3L, 3P and 50, [www.mass.gov/legis/laws/mgl/gl-143-toc.htm](http://www.mass.gov/legis/laws/mgl/gl-143-toc.htm)
- Massachusetts Lien Law, Liens on Buildings and Land, 2003, MGL Chapter 254 Sections 1, 2, 2A, 2B, 4, 5, 8, 11, 13, 15A, 22 and 26, [www.mass.gov/legis/laws/mgl/gl-54-toc.htm](http://www.mass.gov/legis/laws/mgl/gl-54-toc.htm)
- Massachusetts Overtime or Minimum Wage Law, MGL Chapter 151, Minimum Fair Wages, Sections 1, 1A, 1B, 2, 3, 9, 10, 11, 15, 16, 17, 19, 20, 20A and 21, [www.mass.gov/legis/laws/mgl/gl-151-toc.htm](http://www.mass.gov/legis/laws/mgl/gl-151-toc.htm)
- Massachusetts Workers' Compensation law, MGL Chapter 152 Sections 6, 21, 22, 25A, 25C, 26, 27, 27A, 28, 66, 67,



75A and 75B, [www.mass.gov/legis/laws/mgl/gl-152-toc.htm](http://www.mass.gov/legis/laws/mgl/gl-152-toc.htm)

- Massachusetts State Unemployment Law, Simplifying the Employment and Training Law: A Guide for Employers  
[www.mass.gov/edwd/docs/pdf/employers/p3534.pdf](http://www.mass.gov/edwd/docs/pdf/employers/p3534.pdf)
- Code of Federal Regulations Title 29, Part 1926 (OSHA) 2002, ---OR---PSI, OSHA Excerpts 2003 , Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954- (888)293-6498, <http://bookstore.gpo.gov> ---OR---PSI, 3210 E Tropicana, Las Vegas, NV 89121, (see order form at the end of this bulletin).

### JOURNEYMAN ELECTRICIAN, PART 1

# of Questions	% Required to Pass	Time Allowed
70	70% (49 questions answered correctly)	180 Minutes

#### Content Outline

Subject Area	# of Items
General Knowledge	8
Services	11
Grounding and Bonding	7
Wiring Methods and Devices	18
Motors	4
Transformers	1
Low-Voltage Distribution	2
Special Occupancies and Equipment	5
Overcurrent Protection	6
Lighting	2
Alarm Systems	6

#### Reference List

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

**Only the following references are allowed in the examination center:**

**NOTE 1:** Examinations will be based upon the then in effect edition of the National Electrical Code, Massachusetts Electrical Code Amendment, standards and NFPA documents after July 1, of that year.

- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, [www.nfpa.org](http://www.nfpa.org)
- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, [www.nfpa.org](http://www.nfpa.org)

### JOURNEYMAN ELECTRICIAN, PART II, APPLIED PORTION

# of Questions	% Required to Pass	Time Allowed
30	70% (21 questions answered correctly)	60 Minutes

#### Content Outline

Subject Area	# of Items
Circuit Calculations (Ohm's Law)	5
Electrical Schematics and Plans	5
Materials and Components	6
Troubleshooting and Testing	6
Massachusetts Amendments	6
Licensing Laws and Regulations	2

#### Reference List

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

**Only the following references are allowed in the examination center:**

**NOTE 1:** New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.

- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, State of Massachusetts General Laws, [www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm](http://www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm)
- 237 CMR 12.00-23.00 - Rules and Regulations of the Board of State Examiners of Electricians State House Book Store, Rm 116, Boston, MA 02133, (617) 727-2834, [www.mass.gov/reg/boards/el/cmr.htm](http://www.mass.gov/reg/boards/el/cmr.htm)
- MGL Chapter 141, Supervision of Electricians, [www.mass.gov/legis/laws/mgl/gl-141-toc.htm](http://www.mass.gov/legis/laws/mgl/gl-141-toc.htm)
- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, [www.nfpa.org](http://www.nfpa.org)

**Additional Examination questions may be derived from the following reference materials. Please note these reference materials are not allowed in the Examination center.**

- Ugly's Electrical References, George V. Hart, 2008, Burleson Distributing Corp., (800) 531-1660, [www.uglyselectrical.com](http://www.uglyselectrical.com), ISBN 0-9623229-7-0
- American Electricians' Handbook - 14th edition, 2002, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, [www.McGraw-hill.com](http://www.McGraw-hill.com)

**SYSTEMS CONTRACTOR PART I**

# of Questions	% Required to Pass	Time Allowed
70	70% (49 questions answered correctly)	180 Minutes

**Content Outline**

Subject Area	# of Items
General Electric and Electronic Theory and Knowledge	9
NEC Alarm Requirements	15
Intrusion Detection and Notification	15
Fire Detection and Notification	31

**Reference List**

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

*Only the following references are allowed in the examination center:*

**NOTE 1:** New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.

- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, State of Massachusetts General Laws, [www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm](http://www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm)
- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-9101, (617)770-3000, [www.nfpa.org](http://www.nfpa.org).
- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, [www.nfpa.org](http://www.nfpa.org)

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- American Electricians' Handbook - current edition, 2002, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, [www.McGraw-hill.com](http://www.McGraw-hill.com)
- Fire Alarm Signaling Systems Handbook, 1994, 2nd edition, Bukowski & O'Laughlin, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, 6177703000, [www.nfpa.org](http://www.nfpa.org)

- Certified Alarm Technicians Manual Level 1, 2001, National Training School, 8300 Colesville Rd, Suite 750, Silver Spring, MD 20910, 888-702-1687, [www.alarm.org](http://www.alarm.org)
- Understanding and Servicing Alarm Systems - Third Edition, 0-7506-7206-4, Butterworth-Heinemann (Reed Publishing), 313 Washington Street Newton, MA 02158-1626, [www.bh.com](http://www.bh.com)

**SYSTEMS TECHNICIAN PART I**

# of Questions	% Required to Pass	Time Allowed
50	70% (35 questions answered correctly)	120 Minutes

**Content Outline**

Subject Area	# of Items
NEC Alarm Requirements	20
Fire Detection and Notification	30

**Reference List**

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

*Only the following references are allowed in the examination center:*

**NOTE 1:** New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.

- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, [www.nfpa.org](http://www.nfpa.org)
- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, [www.nfpa.org](http://www.nfpa.org)

**SYSTEMS TECHNICIAN PART II (APPLIED)**

# of Questions	% Required to Pass	Time Allowed
30	70% (21 questions answered correctly)	60 Minutes

**Content Outline**

Subject Area	# of Items
Circuit Calculations (Ohm's Law)	6
Electrical Schematics and Plans	6
Materials and Components	8
Troubleshooting and Testing	8
Licensing Laws and Regulations	2

## Reference List

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

**Only the following references are allowed in the examination center:**

**NOTE 1:** New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.

- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, State of Massachusetts General Laws, [www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm](http://www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm)
- 237 CMR 12.00-23.00 - Rules and Regulations of the Board of State Examiners of Electricians, State House Book Store, Rm 116, Boston, MA 02133, (617) 727-2834, [www.mass.gov/dpl/boards/el/cmr.htm](http://www.mass.gov/dpl/boards/el/cmr.htm)
- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, [www.nfpa.org](http://www.nfpa.org)
- MGL Chapter 141, Supervision of Electricians, [www.mass.gov/legis/laws/mgl/gl-141-toc.htm](http://www.mass.gov/legis/laws/mgl/gl-141-toc.htm)

**Additional Examination questions may be derived from the following reference materials. Please note these reference materials are not allowed in the Examination center.**

- Ugly's Electrical References, George V. Hart, 2008, Burleson Distributing Corp., (800) 531-1660, [www.uglyselectrical.com](http://www.uglyselectrical.com), ISBN 0-9623229-7-0
- American Electricians' Handbook - current edition, 2002, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, [www.McGraw-hill.com](http://www.McGraw-hill.com)
- Fire Alarm Signaling Systems Handbook, 1994, 2nd edition, Bukowski & O'Laughlin, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, [www.nfpa.org](http://www.nfpa.org)
- Certified Alarm Technicians Manual Level 1, 2001, National Training School, 8300 Colesville Rd, Suite 750, Silver Spring, MD 20910, (888)702-1687, [www.alarm.org](http://www.alarm.org)
- Understanding and Servicing Alarm Systems - Third Edition, 0-7506-7206-4, Butterworth-Heinemann (Reed Publishing), 313 Washington Street Newton, MA 02158-1626, [www.bh.com](http://www.bh.com)

## TAKING THE EXAM

Arrive at least 30 minutes before your scheduled exam to allow time for signing-in, identification, and familiarizing yourself with the examination process. If you arrive later than your scheduled time you will not be admitted to the examination and you may forfeit the examination administration fee.

## Identification:

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID or passport), which bears your signature and has your photograph. The other must have your signature and preprinted legal name. All identification must match the Examination Registration Form and your Registration Confirmation Notice.

*Note: If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment for information on ways to meet this security requirement. Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

## Taking the exam in separate parts:

- Candidates have a choice of taking both parts of their exam the same day or on separate days. Applicants who choose the same day will immediately continue onto the second part of the examination. Once you enter a second part of an exam you will not be able to return to the first. You must complete one part of the examination in order to proceed to the next part.

## Scoring:

Your scores will be based on the number of questions you answered correctly. A passing score is a MINIMUM of 70% on each part See Examinations (pages 6-9). Scores are valid for 12 months. If a candidate does not pass both parts within 12 months their application and exam scores expire and the candidate must retake both parts.

- At the end of the examination all candidates will receive a printed Score Report.
- Veterans as defined in clause forty-three of section seven of chapter four shall be granted a credit of five percent to each part of the examination. DD214 must be submitted with application.

## Score Report:

- If you did not pass the examination, a Score Report will indicate your overall score and the number of questions answered correctly on each major section of the examination. This information may help you prepare for reexamination.
- This detail is not shown on your Score Report if you received a passing score.
- If PSI is unable to print your Score Report it will be mailed within 10-days of your examination date.
- The Score report is considered a public record and shall be maintained by PSI until the candidate has passed the exam. At which time such reports shall be submitted to the board with the completed application for filing and archiving.

## PENALTIES AND REFUND POLICIES

1. **Missing an exam** - Failure to appear for an examination shall result in forfeiture of **ALL** submitted fees.

2. **Rescheduling-** Cancelling and rescheduling exams will be accepted 2 days before the scheduled date without penalty.

**Note:** A voicemail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

3. **Cancellation due to illness** - If you were unable to appear for your scheduled exam due to an illness you may submit a letter from the doctor or hospital on letterhead indicating your condition and how it affected your ability to sit for your exam.
4. **Weather-** In the event of severe weather, PSI reserves the right to cancel any and all scheduled examinations. In such event PSI will attempt to contact each applicant that day via telephone to reschedule your examination at your earliest convenience. If they are unable to contact you at that time, they will send a written notice to reschedule the next business day.

## REVIEWS AND APPEALS

### Review of Examination Score:

- An Examination Score report shall be given to candidates, on site, for no additional charge after completing their respective examination or part thereof. Your Examination Score report will state whether you have passed or failed and explain what part(s) of your examination you failed, showing your strengths and weaknesses in content areas. It will also inform you of your right to review the questions that you answered incorrectly on your examination. A request to review examination questions shall be made to PSI **within 30-days from the date of examination**. See *Review of Question in the following section*.

**NOTE 1.** If you need an extra copy of your Examination Score Report - such a **request must be made within 30-days of the date of examination at no cost to you**. After 30-days, you can write to PSI to request a duplicate of your score reports. The fee for a duplicate score report is \$15. *Money Order or cashier's check ONLY*.

**Important:** If an appeal, review of questions or review of score results in a change of score from failing to passing, candidates may be required to update their application to show any changes in information in their initial application. See *Part V Required Renewal of Application Forms on page 11*.

### Review of Questions:

- Failing candidates will review their examination in a secure environment at which time you may challenge questions or answers to questions.
- A Request for a Review of Questions shall be made to PSI within 30-days from your examination date or the date you received your score. Failure to make such a request within the time allotted may jeopardize your right to review the examination questions.

- Candidates may register for the examination review via Automated Telephone, Internet, Mail or Fax and Pay by Money Order, Cashier's Check, VISA or MasterCard. Personal or company checks are **not** accepted. **The fee for this service is \$80.00.**
- During the review you will be presented with the questions you answered incorrectly and the correct answer to those questions. The purpose of the review is to allow you to self-research the question to determine why the answer you selected was incorrect. If you feel that there is an error in the question, you may comment about the question during the review by writing down comments on the Test Question Review sheet.
- All comments together with a copy of the challenged test questions will be submitted directly to PSI's test development staff for review. PSI will contact you within 20 business days if your status changed from fail to pass, and a new score report will be issued. Most test questions are determined to be correct as presented on the examination, so do NOT wait for a response before preparing for and scheduling for re examination.

You are not permitted to take any notes outside of the review sessions. Please call (800) 733-9267 with any questions.

### Examination Appeal:

- If after an exam review PSI maintained their failing score and you still disagree with their findings you may file an appeal before the Board. The appeal shall be made in writing to the Board of Electricians within 30-days of the date on your rejection notice from PSI. In your appeal you must state the items/questions that are to be reviewed. Failure to make such a request within the time allotted may jeopardize your right to an appeal.

Mail To: **Board of State Examiners Examination Appeals**  
**Attn: Executive Director**  
1000 Washington Street Suite 710  
Boston, Massachusetts 02118-6100  
(617) 727-9931 • Fax - (617) 727-5012

## RETAKING EXAMS AND EXPIRED QUALIFICATIONS REQUIREMENTS

### RE-EXAMINATION:

- No Candidate is allowed to sit for an exam more than 3 times without completing additional education as stated in 237 CMR section 14. The additional education must be submitted to PSI and added to the file before the candidate can retake the exam or any portion of it.
- No Candidate is allowed to sit for exam after 6 times unless they have repeated the full number of education hours required for licensure as outlined in 237 CMR 13.00. Subjects may be repeated, however, the candidate must submit proof satisfactory to the Board of completing subjects based on their weaknesses from their exam score report.
- Applicants who have failed an examination or part thereof **MUST** wait a minimum of 24 clock hours to reschedule and sit for an exam.



- Applicants who do not pass both parts of their exam within 12 months from the board's application acceptance date, to pass the part he or she failed otherwise, they will have to resubmit a completed application and take both parts of the examination.
- In no case shall an applicant be allowed to sit for an exam more than three times unless they have complied with the provisions in 237 CMR 14.00 regarding additional education.
- Candidates who have not successfully passed the examination after three attempts shall furnish documentary proof satisfactory to the Board of having successfully completed learning objectives based on any weakness' disclosed on their score report before making an application for reexamination. The required education clock hours shall be determined by selected learning objectives. Such score report and certificate(s) of completion must be submitted with their application request. This requirement may also be met by successfully completing a Board approved examination preparation course or 15 hour continuing education course (if not previously taken).
- Candidates who have not successfully passed the examination after a total of six attempts shall be required to repeat the full number of education hours required for licensure as outlined in 237 CMR 13.00.
- It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. Mail or call:

**PSI Examination Services**  
 3210 E Tropicana Ave Attn: MA EL  
 Las Vegas, NV 89121  
 (800) 733-9267 • Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

#### Renewal of Application Forms:

Approved applications are current for one year after the approval date. After that year applications will be expired and a new application and fee must be submitted with copies of any new education or updated work forms. If there are no changes a letter must accompany the application instructing PSI that the previous documents are still valid.

#### Expiration of education or work:

- No application shall be valid if education or work experience has expired or expires in 60 days.
- Applicants will not get credit for work experience completed six years prior to the date they finished their education. (237 CMR 13)
- Education expiration see 237 CMR section 13.09 for expiration parameters.

#### Code changes:

- 237 CMR 13.09 (2)(d) When the examination item bank has changed to reflect a newly promulgated Code, candidates whose education was successfully completed prior to the promulgation of that Code will be required to successfully complete a 15 hour Continuing Education Program as provided in 237 CMR 17.00 on the currently adopted Code incorporating the Massachusetts Amendments before he or she can sit for examination.

### RE-EXAM FEES

Your re-exam fee is determined by the part of the exam you are retaking. For reinstatement re-exams candidates must retake both parts. The total for both parts is \$135.

Re-exam fee -  
 The total for both  
 parts is \$135.

	Journeyman exam	Master exam	Systems Technician exam	Systems Contractor exam
PSI exam Application Processing Fee	\$60	\$75	\$60	\$75
Trade portion Examination Administration Fee (non-refundable)	\$80	\$80	\$80	\$80
Business or Practical portion Examination Administration Fee (non-refundable)	\$55	\$55	\$55	\$55
MA exam Application Processing Fee (non-refundable)	\$31	\$66	\$31	\$66
Total	\$226	\$276	\$226	\$276
Total with MA fee waived	\$195	\$210	\$195	\$210





The Commonwealth of Massachusetts  
**Division of Professional Licensure**  
1000 Washington Street Suite 710 • Boston, Massachusetts 02118-6100  
**Board of State Examiners of Electricians**  
[www.mass.gov/dpl/boards/el](http://www.mass.gov/dpl/boards/el)  
**(617)727-9931**

## Instructions and Documentation requirements

### **COMPLETE CHECKLIST BEFORE YOU MAIL YOUR APPLICATION**

**After following the prior guidelines do your final check**

- ☐ Application is legible, complete, signed and notarized by a notary
- ☐ Current MA license number and issue date is indicated (if applicable)
- ☐ Current Picture is attached
- ☐ Correct Fee is attached or Credit Card information included (**no cash**)
- ☐ Appropriate Schooling and education is documented and attached
- ☐ Appropriate work experience is documented and attached
- ☐ Documented Education is attached
- ☐ Documented work experience is attached
- ☐ CORI acknowledgment form is completed and attached

#### **School Form (in-state applicants only)**

- ☐ The correct form is filled out
- ☐ Student name is on the form and program indicated
- ☐ Total hours of education is indicated on the form
- ☐ The school seal is showing

#### **Work experience Form (in-state applicants only)**

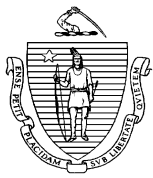
- ☐ All dates are filled in including 'present' date
- ☐ Supervising Licensee has signed and indicated Journeyman or Technician license number
- ☐ Employer information is also provided with signature and license number
- ☐ The form indicates time in years months days and gives the hours worked

Nb. Please be aware that when your application arrives at PSI, it is reviewed as quickly as possible, usually in a matter of days or weeks. We cannot wait for missing documentation. Your application will be RETURNED if it is missing documentation, which will create an unnecessary delay and reset your waiting time.

**It is in your best interest to make sure that your application is ready for approval on FIRST review.**

Complete and forward the application to:  
**PSI Examination Services**  
**ATTN: Examination Registration MA EL**  
**3210 E Tropicana Ave**  
**Las Vegas, NV 89121**





**Commonwealth of Massachusetts  
Division of Professional Licensure  
Board of State Examiners of Electricians**

## Application for Examination

Completed by Vendor/Board

Ex. Date \_\_\_\_\_

Ex. Result \_\_\_\_\_

Cert. Date \_\_\_\_\_

Cert. No. \_\_\_\_\_

Complete and forward this registration form with the applicable examination fee to:

**PSI Examination Services / ATTN: Examination Registration MA EL**

**3210 E Tropicana Ave/ Las Vegas, NV 89121**

**(800) 733-9267 \* Fax (818) 247-3853 \* TTY (800) 735-2929**

Applying for	Check One	License no.	Date
Master Electrician exam	<input type="checkbox"/>	MA Journeyman	Issued: _____
Systems Contractor exam	<input type="checkbox"/>	MA Technician	Issued: _____
Journeyman Electrician exam	<input type="checkbox"/>		
Systems Technician exam	<input type="checkbox"/>		

Attach a recent  
photo here

**Please Print or Type. This is an official Document; please enter your legal name and information.**

Social Security Number (required)*		Date of Birth		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> prefer not to answer	
Last Name		First Name		Middle Name	Generation
Maiden / Former / Also Known As					
Building number	Street address			Po Box	
City			State		Zip Code
Primary Phone Number ( )	Mobile Phone Number ( )	Email Address (required)		Preferred Communication <input type="checkbox"/> Postal Mail <input type="checkbox"/> Email	

\*Pursuant to MGL. c 62C § 47A, the Division of Professional Licensure is required to obtain your Social Security number and forward it to the Department of Revenue. The Department of Revenue will use your Social Security number to ascertain whether you are in compliance with the tax laws of the Commonwealth.

Check off where applicable and submit documents in evidence.	Journeyman	Master	Systems Technician	Systems Contractor
Education requirement	Approved program 600 hrs <input type="checkbox"/>	Approved program 150 hrs <input type="checkbox"/>	Approved program 300 hrs <input type="checkbox"/>	Approved program 75 hrs <input type="checkbox"/>
Work experience requirement	Licensee supervised 4yrs and 8000 hrs <input type="checkbox"/>	MA Journeyman license <input type="checkbox"/>	Licensee supervised 2yrs and 4000 hrs <input type="checkbox"/>	MA Systems Technician license <input type="checkbox"/>
Out of state education	Equivalent program 600 hrs or more <input type="checkbox"/>	Equivalent program 150 hrs or more <input type="checkbox"/>	Equivalent program 300 hrs or more <input type="checkbox"/>	Equivalent program 75 hrs or more <input type="checkbox"/>
Out of state work experience	Supervised or Licensed equivalent 4 yrs and 8000 hrs or more <input type="checkbox"/>	MA Journeyman license <input type="checkbox"/>	Supervised or Licensed equivalent 2yrs and 4000 hrs or more <input type="checkbox"/>	MA Systems Technician license <input type="checkbox"/>
Current Employer/Company	Employer Address		Starting Date  / /	Employed Years Months

Updated 9/13/2019

1. Are you applying for reinstatement of an existing license? Yes ☐ No ☐ Expired license No: \_\_\_\_\_ Approval code REIN: \_\_\_\_\_ **Nb. If you have not received an REIN you are not approved for reinstatement. You must contact the Board office for an REIN.**
2. Have you taken the MA exam and failed? Yes ☐ No ☐ No. of times since approval: \_\_\_\_\_ Last exam date: \_\_\_\_\_
3. High school diploma or equivalency attached? Yes ☐ No ☐ Obtained date: \_\_\_\_\_
4. Has a licensing/certification board located in the United States or any country or foreign jurisdiction taken any disciplinary action against any licenses you hold in another jurisdiction? Yes ☐ No ☐  
If yes, please state the details (use a separate sheet if necessary): \_\_\_\_\_
5. Are you the subject of pending complaints that may result in disciplinary actions by a licensing/certification board located in the United States or any country or foreign jurisdiction? Yes ☐ No ☐  
If yes, Please state the details (use a separate sheet if necessary): \_\_\_\_\_
6. Have you ever voluntarily surrendered or resigned a professional license to a licensing/certification board in the United States or any country or foreign jurisdiction? Yes ☐ No ☐  
If yes, please state the details (use a separate sheet if necessary): \_\_\_\_\_
7. Have you ever applied for and been denied a professional license in the United States or any country of foreign jurisdiction? Yes ☐ No ☐  
If yes, please state the details (use a separate sheet if necessary): \_\_\_\_\_
8. Have you ever admitted to or been convicted of a felony or misdemeanor in the United States or any country or foreign jurisdiction? Yes ☐ No ☐  
The Board is certified by the Criminal History Systems Board [ID# MAREG G] to access data about convictions and pending criminal cases. If necessary you will be given an opportunity for a limited appearance before the Board.

If you answer yes and your case(s) originates outside of MA you are required to provide detailed information regarding your case that would allow the Board to determine your eligibility.

By signing this application I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I understand that the failure to provide accurate information may be grounds for the Massachusetts Board of State Examiners of Electricians to deny my right to sit as a candidate or to suspend or revoke a license issued to me in accordance with Massachusetts Law. I further attest that, pursuant to M.G.L.c.62C, s. 49A, to the best of my knowledge and belief, I have filed all Mass tax returns and paid all Mass taxes required by law.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

#### Application Fees:

Applicants must submit the total fees from the table below with the application to PSI (No cash or personal checks allowed). These fees do not include your licensing fee. See Candidate Information Bulletin

#### Re-examination Fees:

Re-examination fees are based on the portion of the exam that you are retaking. The total for both portions is \$135.

	Journeyman exam	Master exam	Systems Technician exam	Systems Contractor exam
PSI exam Application Processing Fee	\$60	\$75	\$60	\$75
Trade portion Examination Administration Fee (non-refundable)	\$80	\$80	\$80	\$80
Business/Practical portion Examination Administration Fee (non-refundable)	\$55	\$55	\$55	\$55
MA exam Application Processing Fee* (non-refundable) Per the valor act this fee is waived for Veterans, Active military and their spouses	\$31	\$66	\$31	\$66
Total	\$226	\$276	\$226	\$276
Total with MA fee waived	\$195	\$210	\$195	\$210

**Money Order or Cashier's Check also accepted. No cash or personal check.**

Credit card (MasterCard or VISA) payment accepted for phone or fax review/re-exam registrations only. ☐ MC ☐ Visa

Credit Card No:	Cardholder Name :	
Exp. Date:	Verification No.:	Signature:

## CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

The Division of Professional Licensure by itself and on behalf of boards of registration pursuant to M.G.L. c. 13, §9 [hereinafter, "Division of Professional Licensure"] is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective license applicants and current licensees.

As a license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services ("DCJIS"). I hereby acknowledge and provide permission to the Division of Professional Licensure to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Division of Professional Licensure written notice of my intent to withdraw consent to a CORI check.

### FOR LICENSING PURPOSES ONLY:

The Division of Professional Licensure may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that the Division of Professional Licensure must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided below is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: PSI AND DPL CAN ACCEPT THIS CORI ACKNOWLEDGMENT FORM ONLY IF IT IS SIGNED IN THE PRESENCE OF A NOTARY PUBLIC WHO HAS LIKEWISE VERIFIED YOUR IDENTITY

### SUBJECT INFORMATION: (An asterisk (\*) denotes a required field)

*Last Name	*First Name	Middle Name	Suffix	
*Maiden Name (or other name(s) by which you have been known)		*Date of Birth	Place of Birth	
*Last Six Digits of SSN —	Sex	Height ft in	Eye Color	Driver's Lic. or ID No. State issued
<b>Current Address</b>				
Street Number & Name		City/Town	State	Zip
<b>Former Address</b>				
Street Number & Name		City/Town	State	Zip

### VERIFICATION BY NOTARY:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ (name of document signer), personally appeared before me, the undersigned notary public, and proved to me through satisfactory evidence of identification<sup>1</sup>:

☐ Passport ☐ State-issued driver's license ☐ Military identification ☐ State-issued identification card

to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public:

\_\_\_\_\_  
Notary Commission Expires On

<sup>1</sup> If a subject does not have an acceptable government-issued identification, his or her identity shall be verified by other forms of documentation as determined by DCJIS. 803 CMR 2.09(2).



**The Commonwealth of Massachusetts**  
**Division of Professional Licensure**  
 1000 Washington Street Suite 710 • Boston, Massachusetts 02118-6100  
**Board of State Examiners of Electricians**  
[www.mass.gov/dpl/boards/el](http://www.mass.gov/dpl/boards/el)  
**(617)727-9931**

**VOCATIONAL TRADE SCHOOL according to MGL Chapter 74 (FORM 222)**  
**MASS APPROVED PROGRAM ONLY**

**THE FOLLOWING MUST BE SIGNED BY THE STUDENT PRIOR TO SUBMITTING TO SCHOOL**

**In connection with my application for a Journeyman/ Systems Technician license exam, I submit the following certificate of education and experience, which I obtained by attending the herein named school.**

\_\_\_\_\_  
 Name of Applicant - Type or Print your name

\_\_\_\_\_  
 SSN last four digits

\_\_\_\_\_  
 Signature

**THE FOLLOWING IS TO BE COMPLETED BY SCHOOL OFFICIALS**

Student Name		Address			
Name of School			Address		
Journeyman Electrical curriculum	Commencement Date	Completion Date	classroom hours	shop hours	
Company		Start Date	End Date	Coop hours	
Systems Technician curriculum	Commencement Date	Completion Date	Classroom hours	Shop hours	
Company		Start date	End date	Coop hours	
<p><b>Subject to the penalties set forth in Section 5 of chapter 141 of the Mass General Laws, I attest that the information provided is accurate.</b></p>					
Name of Designated School Official		Title	Signature of Designated School Official		Date
Name of Licensed Instructor		Electrical/Systems License number	Signature	Education Approval Number	

IMPRINT SCHOOL SEAL HERE

**Mass General Law, Chapter 141** Section 9. Any person, applying for a license and making any misstatement as to his or her experience or other qualifications, or any person, firm or corporation subscribing to or vouching for any such misstatement, shall be subject to penalties set forth in. Section 5.





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**PUBLIC OR PRIVATE DAY OR EVENING PROGRAM**  
**(MAY BE LICENSED BY OCCUPATIONAL SCHOOLS)**  
**(FORM 223)**

**THE FOLLOWING MUST BE SIGNED BY THE STUDENT**

**In connection with my application for a Journeyman/ Systems Technician license exam, I submit the following certificate of education, which I obtained by attending the herein named school.**

\_\_\_\_\_  
 Name of Applicant - Type or Print your name

\_\_\_\_\_  
 SSN last four digits

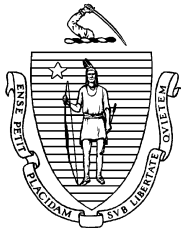
\_\_\_\_\_  
 Signature

**THE FOLLOWING IS TO BE COMPLETED BY A SCHOOL OFFICIAL**

Student Name		Address	
Name of School		Address	
Journeyman electrical curriculum	Enrollment Date	Completion Date	hours
Systems Technician curriculum	Enrollment Date	Completion Date	hours
Name of Designated organization Official		Title	
<p><b>Subject to the penalties set forth in Section 5 of chapter 141 of the Mass General Laws, I attest that the information provided is accurate.</b></p> <p style="text-align: center;">_____                  Signature of Designated organization Official</p> <p style="text-align: right;">_____                  Date</p>			

IMPRINT SCHOOL SEAL HERE

**Mass General Law, Chapter 141** Section 9. Any person, applying for a license and making any misstatement as to his or her experience or other qualifications, or any person, firm or corporation subscribing to or vouching for any such misstatement, shall be subject to penalties set forth in. Section 5.



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**ORGANIZATION APPROVED IN-HOUSE PROGRAM (FORM 224)**  
**FOR MEMBERS OR EMPLOYEES**

**THE FOLLOWING MUST BE SIGNED BY THE MEMBER OR EMPLOYEE**

In connection with my application for a Journeyman/ Systems Technician license exam, I submit the following certificate of education, which I obtained by attending courses provided by the herein organization.

\_\_\_\_\_  
Name - Type or Print your name

\_\_\_\_\_  
SSN last four digits

\_\_\_\_\_  
Signature

**THE FOLLOWING IS TO BE COMPLETED BY AUTHORIZED PERSONNEL**

Student Name		Address	
Name of Organization		Address	
Journeyman Electrical program	Enrollment Date	Completion Date	hours
Systems Technician program	Enrollment Date	Completion Date	hours
Name of Designated organization Official		Title	
<p><b>Subject to the penalties set forth in Section 5 of chapter 141 of the Mass General Laws, I attest that the information provided is accurate.</b></p> <p style="text-align: center;">             _____              Signature of Designated organization Official             <span style="float: right;">_____</span>              Date         </p>			

**Mass General law, Chapter 141** Section 9. Any person, applying for a license and making any misstatement as to his or her experience or other qualifications, or any person, firm or corporation subscribing to or vouching for any such misstatement, shall be subject to penalties set forth in Section 5.



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**MASTER OR SYSTEMS CONTRACTOR PROGRAM (FORM 225)**  
**MASS APPROVED PROGRAM ONLY**

**THE FOLLOWING MUST BE SIGNED BY THE STUDENT**

**In connection with my application for a Master/ Systems Contractor license exam, I submit this certificate of education, which I obtained by attending the herein named school.**

\_\_\_\_\_  
Name - Type or Print your name

\_\_\_\_\_  
SSN last four digits

\_\_\_\_\_  
Journeyman/Technician number

\_\_\_\_\_  
Signature

**THE FOLLOWING IS TO BE COMPLETED BY AN AUTHORIZED SCHOOL OFFICIAL**

Student Name		Address	
Name of School/Organization		Address	
Master Electrical program	Enrollment Date	Completion Date	hours
Systems Contractor program	Enrollment Date	Completion Date	hours
Name of Designated organization Official		Title	
<p><b>Subject to the penalties set forth in Section 5 of chapter 141 of the Mass General Laws, I attest that the information provided is accurate.</b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____ Signature of Designated organization Official</p> </div> <div style="width: 35%;"> <p>_____ Date</p> </div> </div>			

IMPRINT SCHOOL SEAL HERE

**Mass General Law, Chapter 141** Section 9. Any person, applying for a license and making any misstatement as to his or her experience or other qualifications, or any person, firm or corporation subscribing to or vouching for any such misstatement, shall be subject to penalties set forth in Section 5.



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**EMPLOYMENT CERTIFICATION**  
**(form 272 MA use only )**

Return this form to the applicant for exam package submittal

The following work is in compliance with work for which a license is required by MA law, and was performed under the direct personal supervision of a licensed Journeyman/Systems Technician and to the MA electrical code.

Applicant Name	Address
----------------	---------

The following information may be completed by authorized personnel (Please Print).

Type of work engaged in		<input type="checkbox"/> premises electrical work as an employee		<input type="checkbox"/> contract projects for hire	
Supervising licensee's Name	Journeyman or Technician License number	License Expiration	Work/Project Start Date	End Date	Hours worked
Employment term Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Estimate Percentage of Practical work performed _____ %	Estimate Percentage of other types of work _____ %	(Total yrs, mths, days worked)		Total hours
Brief Work Description		Brief Work Description	Can payroll records be produced for this employee?  Yes____ No____ (If no provide an explanation and an affidavit statement to the effect of work on payroll) Pursuant to 237 CMR 18.01(3)		

Employer Business name		Business address	
Business telephone	Business licensee of record's Name (If applicable)	Master or Systems Contractor License number	License Expiration
<b>Business licensee of record MA Master Electrician or Systems Contractor employing supervising licensee and apprentice employee sign section A.</b>		<b>MA Journeyman or Technician supervising the apprentice sign section B.</b>	
<b>SECTION A</b> - As the licensed Master/Systems Contractor for the said business I am signing subject to the penalties set forth in Section 5 of Chapter 141 of the General Laws of Massachusetts and hereby subscribe to and vouch for the statements made herein  <div style="text-align: center; border-top: 1px solid black; margin-top: 20px;">         (Master/Contractor signature) (Date)       </div>		<b>SECTION B</b> - As the licensed Journeyman and supervisor of the above apprentice I am signing subject to the penalties set forth in Section 5 of Chapter 141 of the General Laws of Massachusetts and hereby subscribe to and vouch for the statements made herein  <div style="text-align: center; border-top: 1px solid black; margin-top: 20px;">         (Journeyman/Technician signature) (Date)       </div>	



**PSI EXAMINATION SERVICES**  
3210 E Tropicana  
Las Vegas, NV 89121 [www.psiexams.com](http://www.psiexams.com)  
(800) 733-9267 /Fax (702) 932-2666

### REQUEST FOR ACCOMMODATION

If you have a physical or mental impairment that substantially limits a major life activity, you may be eligible for accommodation in the testing process which will ensure that the tests accurately reflect your skills, knowledge and abilities. Attempts will be made to provide a reasonable accommodation which will allow you to demonstrate your job-related abilities.

**It is required for you to include supporting documentation from a licensed professional or agency.** This documentation regarding your disability or your need for accommodation in testing, will be considered strictly confidential and will not be shared with any outside source without your express written permission.

Candidate Name	Street Address
Phone number	City, State, zip

#### NEED FOR ACCOMMODATION

Please describe why you are requesting this accommodation.

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#### ACCOMMODATION REQUESTED

Please list the accommodations needed in order to provide an accessible test format.  
(Be specific in requesting required accommodations. For example, "Paper and Pencil Examination", or "Extended time needed.")

1.	<hr/> <hr/>
2.	<hr/> <hr/>
3.	<hr/> <hr/>

---

Applicant's Signature

---


Date



## BOOKS AND MORE ARE NOW AVAILABLE AT THE PSI ONLINE STORE!

To place an order for one or more of the following items listed, you may:

➤ Call the PSI Online store toll-free at (866) 589-3088

<input type="checkbox"/>	CERTIFICATE OF ACHIEVEMENT (You must have passed the exam before ordering the certificate) Certificate of Achievement suitable for framing. \$18.75 includes shipping and handling.	
<input type="checkbox"/>	Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI	

*Please note: Inventory and pricing subject to change without notice.*

➤ You may also place a checkmark next to the items that you would like to order, and mail or fax this form to PSI (be sure to include your contact information). A Customer Service Rep will call you to place the order.

Mail or FAX to:  
PSI licensure: certification \*\* 3210 E Tropicana \* Las Vegas \* NV \* 89121 (Attn Shipping)  
Fax (702) 932-2668

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_

Phone Number\_\_\_\_\_

# BASIC BUSINESS AND PROJECT MANAGEMENT FOR CONTRACTORS

## ORDER FORM

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To order a copy of *Basic Business and Project Management for Contractors* please complete the order form below, submit a check for the total order amount payable to NASCLA Publications, and mail to:

NASCLA Publications  
P.O. BOX 14941  
Scottsdale, Arizona 85267

Credit card orders (VISA, MASTERCARD or AMERICAN EXPRESS) may be mailed to the address above or faxed to, Fax (623) 587-9625. To order by phone call: (623) 587-9519. **Do NOT contact PSI for this book order information.**

### SHIP TO:

Name \_\_\_\_\_

Company \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**METHOD OF PAYMENT:** ☐ Check ☐ Visa ☐ MasterCard ☐ AMEX

Card Number \_\_\_\_\_ Exp. Date (month & year) \_\_\_\_\_ / \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

### PLEASE SEND:

\_\_\_\_\_ (number of copies)  
*Basic Business and Project Management for Contractors* @ \$35.50 each \$ \_\_\_\_\_

### SHIPPING & HANDLING:

\$ 10.00 for one book (\$3.00 for each additional book) \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**PSI EXAMINATION SERVICES**

3210 E TROPICANA  
LAS VEGAS, NV 89121